

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post	2. Agency STATE	3a. Position Number
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3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes ☐ X No If yes, please provide position number:

4. Reason for Submission

- ☐ a. Redescription of duties: this position replaces
(Position Number) _____, (Title) _____ (Series) _____ (Grade) _____
- ☐ X b. New Position _____ SJD _____
- ☐ c. Other (explain) _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date(mm-dd-yr)
a. Post Classification Authority	Electrician, FSN-1210			
b. Other WHA/EX/FRC	Electrician, FSN-1210			
c. Proposed by Initiating Office				

6. Post Title Position (*If different from official title*)
Electrical Controls Technician (NCC)7. Name of Employee
NAME8. Office /Section
Management Officea. First Subdivision
Facility Management Office (FAC)

b. Second Subdivision

c. Third Subdivision

N/A

N/A

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

NAME

DATE

Printed Name of Employee

Date (mm-dd-yyyy)

NAME

DATE

Printed Name of Supervisor

Date (mm-dd-yyyy)

Employee Signature

Supervisor Signature

NAME

NAME

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position

12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

NAME

DATE

Printed Name of Chief or Agency Head

Date (mm-dd-yyyy)

Chief or Agency Head Signature

NAME

13. Basic Function of Position

The incumbent reports to the Building Engineer Supervisor. The incumbent is employed as a journeyman level Electrical Controls Technician to carry out skilled maintenance and repair work throughout the New Consulate Compound (NCC) on critical and non-critical electrical components within the functional/office buildings, on-compound ancillary support and residential buildings, above and below ground infrastructures, recreational facilities, and other owned/leased properties.

14. Major Duties and Responsibilities

_____ % of Time

Employed as an Electrical Controls Technician to carry out skilled maintenance and repair work throughout the NCC on critical and non-critical electrical components within the functional/office buildings, on-compound ancillary support and residential buildings, above and below ground infrastructures, recreational facilities, and other owned/leased properties, the incumbent is a subject matter expert on electrical controls.

1. Operations & Maintenance Support 50%

- A. Maintains and operates the Electrical Power Control System and other building electrical systems. Included, but not limited to, emergency generator controls, fire alarm control, automatic transfer switches, relay controls, programmable control systems for switchgear, medium voltage transformers and motor control centers.
- B. Assists the Building Automation System Engineering Technician (BASET) in the production of computer generated reports from the Building Automation System, which is the backbone of the Electrical Power Control System, to troubleshoot and diagnose trending data.
- C. Performs preventive maintenance on the Electrical Power Control System and related components to maintain system operation and reliability to ensure uninterrupted power to critical and non-critical facilities, equipment and systems. Responds to scheduled, unscheduled and preventive maintenance work orders generated by the Computerized Maintenance Management System (CMMS); completes work orders within the pre-determined service standards time frame; documents materials and labor used to complete each work order, and returns completed work orders to the Work Order Clerk for data entry and closeout.
- D. Inspects, tests, evaluates, calibrates and updates Electrical Power Control Systems and wiring to improve reliability and to assure dependability, safety and compliance. Inspects facilities (including ancillary structures, houses, temporary trailers, etc.); equipment (e.g. , generators, switchgear and transformers , etc.); systems (e.g. electrical power generation and distribution, etc.); and work of local/regional vendors and BME service contractors to determine the condition of facilities, safe operation of equipment, quality and safety of work, and scheduled maintenance. Provides routine and emergency condition inspections, as required by the manufacturers operations and maintenance plan, on all systems and advises the Building Engineer Supervisor and Facility Manager in writing of existing and developing problems, and makes recommendations for the course of action required to bring equipment and components back to the designed operating parameters.
- E. Ensures proper use of time, tools, specialty diagnostic devices, materials and parts; provides data on all completed scheduled and unscheduled maintenance task including spares utilized and those remaining in the inventory, and other consumables. Orders replacement materials and parts to maintain an adequate supply for future servicing and repairs.
- F. Responds to emergency calls during off-duty hours, 24 hours a day / 7 days a week (24/7), when critical systems have stopped functioning, or there is an imminent threat to the life safety of personnel, or structure integrity.



2. Maintenance and Project Support 40%

- A. Assists in analyzing the performance of the Electrical Power Generation and Distribution Systems, obtaining and documenting critical performance data and reporting the same to the Building Engineer Supervisor and/or the Facility Manager (FM) detailing operational efficiency. Performance data will include, but not be limited to, comparing current and historical data on power, fuel, and water consumption, temperature and pressure measurements, and systems performance verses design requirements using the host of key performance indicators. The incumbent will review reports and logs generated by other tradesman to help formulate the systems performance analysis.
- B. Assists in the preparation of Statements of Work (SOW) and other construction documents for repairs, new construction and renovation work. Assistance includes obtaining telephone/written estimates and quotes for materials and equipment needed to facilitate repairs and the completion of assigned job/tasks. Monitors contractors work to ensure they are providing products and services per the terms and conditions of the contract. Assists in developing punch lists, testing, and inspections as required to ensure acceptable quality in both services and construction work, and assists Facility Management Locally Employed (LE) Staff in the performance of in-house projects.
- C. Assists in providing guidance and training to other Facility Management LE Staff and vendors/contractors in the correct operation of equipment, proper use of diagnostic devices and materials used to complete required maintenance activities, general operations, and future expansion projects.
- D. Assists in the development and implementation of a comprehensive preventive maintenance program for electrical generation and distribution systems, equipment, branch circuit wiring, and associated electrical components and control devices when new structures or equipment are brought on line, or re-commissioned after a being overhauled.

3. Logistic Support 10%

- A. Contributes to the safety program managed by the POSHO. Ensures work does not present a life safety or health problem to workers, other employees, or visitors. Is vigilant in addressing workplace safety issues.
- B. Remains current on job specific expertise through various sources (e.g. on line distance learning courses, trade publications, trade shows, vendor communication, etc.) to keep abreast of the latest technological developments and products to improve system and equipment reliability.
- C. Collateral duty assignments will be at the discretion of the Supervising Building Engineer or the Facility Manager. Tasks may include the following: Additional mechanic duties, Assistant POSHO, Government Technical Monitor (GTM) on Post-managed projects, and/or vendor/contractor escort. Participates in Facility Management LE Staff training programs sponsored by DOS, manufacturers, and private vendors.

****Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**

15. Qualifications Required For Effective Performance

a. Education

Completion of secondary school is required. Successful completion of specialized vocational training program from an accredited institute recognized as producing journeyman level electricians and mechanical system specialist trained in the maintenance of commercial or industrial buildings/facilities is required. A portion of the training must be in Electrical Controls and Automated Systems Technology.

b. Prior Work Experience

A minimum of three (3) years' experience working at the journey-level in the installation, repair, and maintenance of commercial building electrical systems including power generation and distribution systems, grounding, and digital building controls and automated systems. Work experience must show a progression of increased responsibility, and the ability to repair complex equipment, components, and systems.

This should include a minimum of 2 years work experience operating and maintaining 3 phase electrical equipment with ampere ratings of 1600 Amps or higher. Must have a career path that demonstrates increased levels of responsibility working on complex equipment, control circuits, and building automation systems.

c. Post Entry Training

Will receive orientation training on the Embassy's and the Facilities Management Office's organizational structure, policies and procedures.

Incumbent will receive specific on-the-job training to become familiar with mission maintenance operations. Additional available training includes the following:

FSI (Foreign Service Institute) Courses:

PA522 Building Automation Systems

PA523 HVAC Building Automation Fundamentals for Building Managers

PA524 Electrical Power Generation for Facility Managers

Distance Learning:

PA296 - How to be a Contracting Officer's Representative (Must complete before the candidate can assume duties as a GTM.)

PA528 - OBO Computerized Maintenance Management System

PA526 - ProjNet SM Facilitating Design and Construction Communication

d. Language Proficiency: List both English and host country languages(s) proficiency requirements by level (II, III) and specialization (sp/read).

English level III (Good working knowledge) Written/Speaking/Reading is required. In order to translate local technical information, contract documents, and correspondences from the local language into English for the Supervising Building Engineer and the Facility Manager.

Spanish level III (Good knowledge) Written/Speaking/Reading is required. In order to communicate with local contractors and other LE Staff.

e. Job Knowledge

The incumbent is required to know electrical theory, ohms law, how to size electrical equipment including generators, transformers, motor starters, feeder and branch circuit wiring, circuit breakers and other electrical equipment/components, and how to use the various test instruments to analyze and repair electrical problems. Must know how to diagnose the root cause of an electrical problem and what materials and equipment will be needed to facilitate repairs. Must know how to work safely on electrical components including the use of lock-out / tag-out safety measure. The incumbent must have detailed technical knowledge of electrical control systems and how control systems interface with other operating systems. His/her knowledge base must be equipment specific with all makes and models of the installed electrical systems, power generation and



distribution equipment, switchgear, and mechanical equipment. Must have a very good technical understanding of major building electrical/mechanical systems and equipment with a specialty in controls. Knowledge of International Building Code standards including electrical and mechanical requirements, and fire and life safety codes is required.

f. Skills and Abilities

The incumbent must be able to read and interpret electrical drawings, riser diagrams, wiring schematics, various equipment schedules, operations and maintenance manuals, and other construction documents. The incumbent shall have skills and abilities in the following areas: testing electrical components and taking equipment readings with various meters, hand tools, power tools, and specialty tools to determine the root cause of a problem, and the appropriate repairs. Must be able to use tools of the trade in order to install, troubleshoot, and repair building electrical controls, automated systems, and all associated components and devices. Additional skills include working with emergency standby generator systems; distinguishing frequencies and sounds, color codes and odors in the operation of equipment in order to troubleshoot for repairs. Must have substantial skill in comprehending engineering reports, specifications, and related materials in English. Additional abilities include responding to emergency situations in an efficient and timely manner to effect immediate repairs; work in various adverse conditions such as tight or enclosed spaces, working on ladders at various heights, and working in temperature extremes, indoors or outdoors, to complete work assignments; communicate orally and in writing with co-workers, contractors and vendors to obtain and provide pertinent information. Must be computer literate, able to use the Microsoft Office Suite software including MS Word, Excel, Outlook, and Power Point; able to draft reports and create spreadsheets, and able to write e-mails and research information on the Internet. A valid driver's license is required. Must have excellent interpersonal skills and be able to handle a large workload and multiple tasks. Must be organized.

16. Position Element

a. Supervision Received

This position receives day-to-day supervision from the Supervisory Building Engineer. Additional supervision may come from the Facility Manager or another assigned supervising Engineer.

b. Supervision Exercised

- a. This position has no direct line management or supervision responsibilities.
- b. The incumbent will be required to supervise trade helpers, or others assigned to assist depending on nature and complexity of the task/project. The incumbent will also oversee, manage, and monitor electrical repair/replacement projects, and Building Maintenance Expense (BME) service contracts specifically related to plumbing equipment, components, and systems.
- c. For these tasks, the incumbent will oversee/monitor 1-2 contractor personnel on average once per month. The incumbent will ensure that equipment servicing and repair and replacement projects are done to International Building Code standards, and that the service technicians for the BME contracts follow the equipment manufacturer's guidance for equipment servicing.

d. Available Guidelines

Department of State rules and regulations including the Foreign Affairs Manual (FAM), manufactures technical library including equipment literature, operations and maintenance manuals, equipment maintenance plans, as-built drawings, wiring schematics, and OBO technical guidelines including the CMMS Training Guide, the LE staff and housing handbooks, and the ILMS use and function manual.

e. Exercise of Judgment

The incumbent will exercise sound judgment when carrying out the duties of the position. Safety of self and others must be first and foremost in the performance of duties. The incumbent will make routine judgment decisions when repairing or troubleshooting equipment and systems to determine and implement the best course of action to bring equipment and systems back to the designed operating parameters. The incumbent will lead by example, showing exemplary behavior and character for colleagues and subordinate personnel at all times.

f. Authority to Make Commitments

The incumbent receives written or verbal request for maintenance services and ascertains all of the necessary information to determine whether the work is of a routine, immediate, or emergency nature.

g. Nature, Level, and Purpose of Contacts

The incumbent will have contact with personnel at all levels within the Embassy, both Americans and local nationals. These contacts will be in the performance of assigned tasks to include responding to customer complaints. The Electrical Controls Technician routinely interfaces with subject matter experts for system support and may work closely with outside vendors/service providers on repairs to electrical equipment including controls. The incumbent will occasionally work closely with the HVAC Controls Technician where applicable.

h. Time expected to Reach Full Performance Level

Six months.